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# OZIJA THIHA EDUCATION TRUST (“OTET”)

## JOB DESCRIPTION - BOOKKEEPER

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### POLICY OTET-004

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<b>Title:</b>	<b>PART-TIME OTET BOOKKEEPER-ADMINISTRATION</b>
<b>Overview:</b>	The Ozija Thiha Education Trust (“OTET”) Bookkeeper is engaged as a part-time independent contractor only. No offer of employment is made. The independent contractor is paid on an hourly basis with an amount fixed only by the OTET Board of Trustees.
<b>Background:</b>	The OTET Board of Trustees require assistance in the management of the affairs of the OTET including in the areas accounting, and administration. Confidentially, excellent organizational skills and accuracy are required.
<b>Responsibilities:</b>	<ul style="list-style-type: none"><li>-Balance and maintain accurate ledgers</li><li>-Complete monthly bank reconciliations</li><li>-Review accounts payable and make authorized payments</li><li>-Check mail and review correspondence</li><li>-Coordinate bank deposits</li><li>-Report financial results to Board of Trustee on regular basis</li><li>-Monitor office and other expenses</li><li>-Prepare books for fiscal year and documentation for annual independent audit</li><li>-Track all donations and prepare recipients for same</li><li>-Input and monitor list of students applying and receiving scholarships and list sponsors</li><li>-Data entry for OTET database and maintenance of same</li><li>-Provide reports to Chair and OTET Board of Trustees on accounting and administrative matters from time to time</li><li>-Liaison with OTET investment managers</li><li>-Follow directions from Chair and OTET Board of Trustees on accounting and related administrative matters</li></ul>
<b>Requirements:</b>	<ul style="list-style-type: none"><li>-Experience working in accounts payable and receivable, general ledger, payroll reports</li><li>-Strong knowledge of generally accepted accounting principles</li><li>-Experience with data entry, record keeping and computer operation</li><li>-Proficiency in Microsoft Office, Excel, QuickBooks and Filemaker</li><li>-Understanding of business operations and proper record keeping</li></ul>
<b>Policy Title:</b>	Part-time OTET Bookkeeper-Administration
<b>Policy Number:</b>	OTET-004

**Review Frequency:** Every 2 years, or earlier if needed

**Approval Date:** April 13, 2022

**Implementation Date:** April 13, 2022

**Authority:** Ozîja Thiha Education Trust – Trust Deed 2022.

**Scope:** This Policy applies to contract position – OTET Bookkeeper.

**Responsible Division:** OTET Board of Trustees.

**Superseding Effect:** This Policy supersedes all previous policies and memoranda concerning the subject matter. Only the OTET Board of Trustees may authorize exceptions to this policy.